

**The Annual Quality Assurance Report (AQAR) of the IQAC
(2015-16)**

Part – A

AQAR for the year

2015-16

1. Details of the Institution

1.1 Name of the Institution

Birla College of Arts, Science and Commerce, Kalyan

1.2 Address Line 1

Birla College Road,

Address Line 2

Kalyan (W), Dist. Thane

City/Town

Kalyan

State

Maharashtra

Pin Code

421 304

Institution e-mail address

birlapincipal1972@gmail.com

Contact Nos.

0251-2232930 / 2230740

Name of the Head of the Institution:

Dr. Naresh Chandra

Tel. No. with STD Code:

(0251)2231294/2230740 / 2232930

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

E-mail: birlapincipal1972@gmail.com. Visit: www.birlacollege.org

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	5 Star	--	2002	5 years
2	2 nd Cycle	A	3.37	2008	5 years
3	3 rd Cycle	A	3.58	2014	5 years
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR (2014-15) 11 / 02 /2016

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI) **by UGC**

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

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DST Star Scheme	<input type="checkbox" value="v"/>	UGC-CE	<input type="checkbox" value="v"/>
UGC-Special Assistance Programme	<input type="checkbox"/>	DST-FIST	<input type="checkbox" value="v"/>
UGC-Innovative PG programmes	<input type="checkbox" value="*"/>	Any other (<i>Specify</i>)	<input type="checkbox" value="DBT Star College Scheme"/>
UGC-COP Programmes	<input type="checkbox"/>		

* PG Diploma in Bio-nanotechnology

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="checkbox" value="16"/>
2.2 No. of Administrative/Technical staff	<input type="checkbox" value="2"/>
2.3 No. of students	<input type="checkbox"/>
2.4 No. of Management representatives	<input type="checkbox" value="2"/>
2.5 No. of Alumni	<input type="checkbox" value="-"/>
2.6 No. of any other stakeholder and community representatives	<input type="checkbox" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="checkbox" value="-"/>
2.8 No. of other External Experts	<input type="checkbox" value="-"/>
2.9 Total No. of members	<input type="checkbox" value="20"/>
2.10 No. of IQAC meetings held	<input type="checkbox" value="8"/>
2.11 No. of meetings with various stakeholders:	No. <input type="checkbox"/> Faculty <input type="checkbox"/>
Non-Teaching Staff	<input type="checkbox" value="-"/>
Students	Alumni <input type="checkbox"/> Others <input type="checkbox" value="--"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

3.00 Lakh

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

One Day Workshop on CAS Awareness

2.14 Significant Activities and contributions made by IQAC

1. Orientation programme for the incoming First Year students from 29 June-7 July 2015.
2. A 1-day workshop on CAS Awareness jointly with University of Mumbai was organised on 8th August 2015. The workshop was inaugurated by Prof. Sanjay Deshmukh, Hon'ble Vice-Chancellor, University of Mumbai. 08 other Resource Persons were invited for this workshop. 153 participants (127 outside + 26 in-house participants) and 21 IQAC members attended the workshop.
3. Faculty Enrichment Programmes were organised.
4. Quality Circles were formed in all the Departments.

Under Faculty Development Programme / Faculty Enrichment Programmes, following workshops and lectures were organised for the enrichment of the faculty:

- i) Half day Faculty - Enrichment Programme was organised on 29th March, 2016, at Century Rayon. (Ms. Kishwar Nensey and Mr. A. V. Santosh of M/s. Interactive Skills conducted the sessions).
The programme objective was to enhance Institutional Effectiveness.
The programme focussed on:
 - i) Institutional goal and image-enhancement.
 - ii) Motivation of Faculty
 - iii) Team work
- ii) A talk on 'Research Methodology' was organized on 31st March, 2016 by Dr. Indira Shukla, Principal, Gokhle College of Education, Mumbai.
- iii) A special lecture on 'Time Management' was delivered by Dr. Ulhas Kolhatkar, an eminent paediatrician and Past District Governor, Rotary International (Dist. 3140) on 20th April, 2016.
- iv) Quality Circles were formed in each department with one faculty member heading it as the coordinator. Quality Circles focussed primarily on enhancing attendance, result and research –

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

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work in the college. Mr. V. K. Jhington, Joint President (TC, CSY and TQM) was invited to deliver special lecture on 18th April, 2016 on Total Quality Management. He explained in detail about the TQM procedure and its impact with a case study.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

	Proposed Activities	Action Taken
a) Teaching	Community College	A Community College has been sanctioned by UGC for “ <i>Diploma in Accounting and Taxation</i> ” from the current academic year 2015-16. 50 students are admitted in the first year as per sanctioned strength. The course has four levels. Certificate Course, Advance Certificate and Diploma Component. The overall response from the students is satisfactory.
b) Examination	Change in mode of conduct of Internal Tests.	Each faculty member was made responsible for conducting the internal test for the class he / she taught. The faculty conducted the same individually during a stipulated time period and directly submitted the marksheet to the examination committee. This reduced the time period needed for conduct of test.
c) Research	Research Centres in Economics, Hindi and Zoology	The University of Mumbai sanctioned a Research centre in Economics, Hindi and Zoology at Birla College from the academic year 2015- 16.
d) Academic Administration	Quality Circles in all the Departments	Each Department has been encouraged to establish a quality circle and one faculty member was identified to oversee and coordinate its functioning. Efforts were made to improve attendance in classrooms, teaching – learning process and all-round development of the students.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body

Provide the details of the action taken

Will be placed in the subsequent Local Managing Committee.

Part – B

Criterion – I

1. Curricular Aspects (Annexure 1.1)

1.1 Details about Academic Programmes

Level of the Programme	Number of Existing programmes	Number of programmes added during the year	Number of Self-financing programmes	Number of programmes Added / Career Oriented Programmes
PhD	09	02	-	-
PG	23 [#]		-	-
UG	22 [#]	01	-	-
PG Diploma	01	01	-	-
Advanced Diploma	04	-	-	-
Diploma	02+01			
Certificate	09 [#]	-	-	-
Others	03 ^{\$}	-	-	-
Total	64	--	--	-
Interdisciplinary	04	-	-	-
Innovative				

#UG and PG Courses in YCMOU and IDOL

07 Courses under CE

\$ Certificate Course

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

➤ CBSGS (Credit Based Semester and Grading System)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√ (All)
Trimester	-
Annual	-

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

* Analysis of the feedback is provided in Annexure 1.2

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

There is a revision in syllabi and update of regulation, wherein 75:25 Semester End Exam: Internal Exam pattern is adopted for UG courses. Similarly a 60:40 pattern is adopted for PG courses. Accordingly syllabus revisions have been undertaken by all the Boards of Studies. New theories / changes etc. in some of the syllabi have been introduced.

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

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E-mail: birlapincipal1972@gmail.com. Visit: www.birlacollege.org

1.5 Any new Department/Centre introduced during the year. If yes, give details.

01 (Community College)

A Community College has been sanctioned by UGC for “*Diploma in Accounting and Taxation*” from the current academic year 2015-16. Fifty students are admitted in the first year as per sanctioned strength. The course has four levels. Certificate Course, Advance Certificate, Diploma and Advance Diploma. The overall response from the students is satisfactory.

Annexure: - 1.1

Sr. No.	Program	Courses	Details	
1	Under Graduate	Bachelor of Arts.	English	3 Unit
			Marathi	6 Unit
			History	3 Unit/6 Unit
			Geography	6 Unit
			Hindi	6 Unit
			Political Science	6 Unit/ 3 Unit
			Economics	6 Unit
			Bachelor of Mass Media	6 Unit
		Bachelor of Science	Botany	06 Unit
			Computer Science	5 Unit
			Information Technology	5 Unit
			Mathematics	6 Unit
			Physics	6 Unit
			Chemistry	6 Unit
			Zoology	6 Unit
			Micro-biology	6 Unit
		Bachelor of Commerce	Bachelor of Management Studies	6 Unit
			B.Com (General)	
			B.Com. (Accounting & Finance)	6 Unit
			B.Com. (Banking & Insurance)	6 Unit
			B.Com. (Financial Management)	6 Unit

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			IDOL & YCMOU courses	
2	Post-Graduate	Master of Arts.	Marathi	
			History	
			Business Economics	
			Hindi	
			Political Science	
		Master of Science (By Paper)	Physics	
			Chemistry	
			Zoology	
			Micro-biology	
			Biotechnology	
			Botany	
			Environmental Science	
			Computer Science	
			Information Technology	
			Bioanalytical Science	
		Master of Science (By Research)	Physics	
			Chemistry	
			Micro-biology	
			Biotechnology	
		Master of Commerce	Advanced Accounting & Auditing	
		Master of Commerce	E- Commerce	
		IDOL & YCMOU courses		

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	Post-Graduate Diploma	Chemistry	P.G Diploma in Bio-Nano Technology	1 year
		Botany		
3	Certificate Course	UGC Sponsored 'Centre for Foreign Languages' (Under CE) Dept. of English	6 - month Certificate Courses	Languages : French, German, Chinese (Mandarin)
		English	1-year Certificate Course	Functional English UGC-Sponsored Career Oriented 'Add-On' Course
		Hindi	Saral Hindi	
		Centre for Yoga and Philosophy	6 - day Workshop on Healthy Body and Healthy Mind (Under CE)	
		History	Certificate Course in Pali (Under CE)	
			Certificate Course in 'Studies in Epigraphy' (Under CE)	
		Chemistry	Industrial Chemistry UGC - Sponsored Career Oriented, 'Add-On' Course	1 year
4		Diploma Course	Chemistry	Industrial Chemistry (UGC - Sponsored Career Oriented, 'Add-On' Course)
	Zoology		Diploma Course in Bioinformatics	
	Accountancy		Accounting and Taxation (Community College)	2 years
5	Advanced Diploma	Chemistry	Industrial Chemistry (UGC - Sponsored Career Oriented, 'Add-On' Course)	1 year
		Zoology	(UGC - Sponsored Career Oriented, 'Add-On' Course)	1 year

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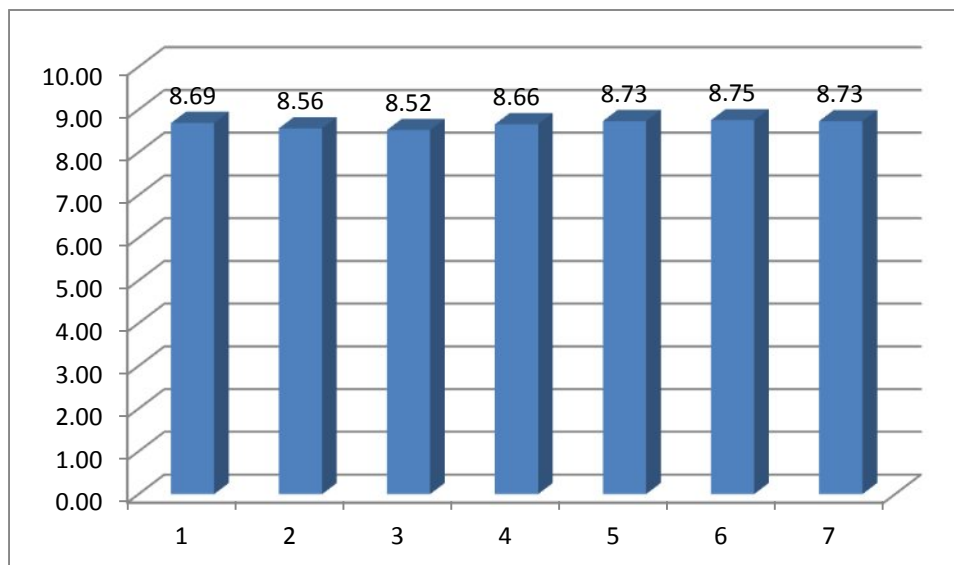
E -mail: birlapincipal1972@gmail.com. Visit: www.birlacollege.org

			Bio- Informatics	
		MSBTE	Advanced Diploma Medical Laboratory Technology	
6	Interdisciplinary	Botany (DBT Star College Scheme)		
7		Physics (DBT Star College Scheme)		
8		Chemistry (DBT Star College Scheme)		
9		Micro-Biology (DBT Star College Scheme)		

Annexure: 1.2

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Feed Back Analysis (Unit-1), Year- 2015-16



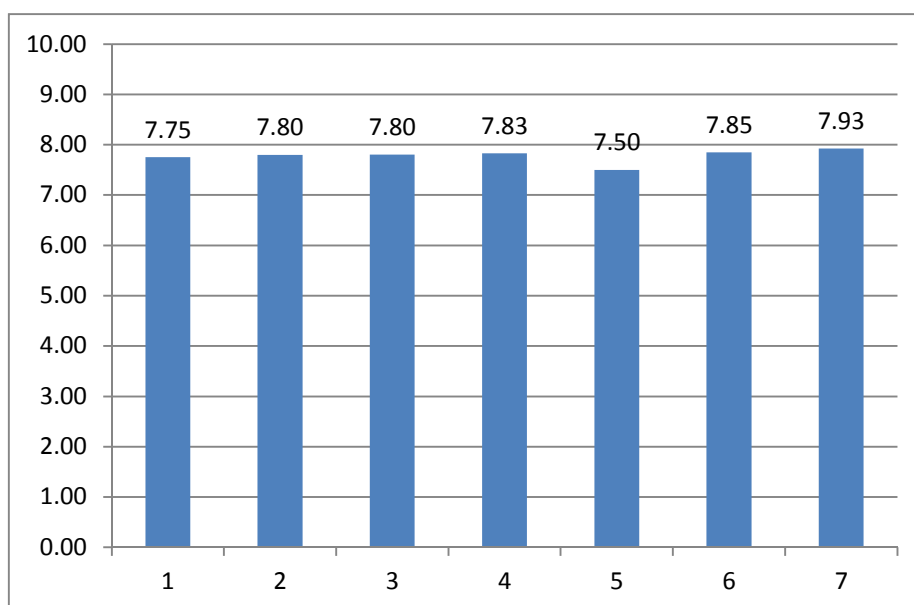
X-Axis Label	Details About X-axis Label	Y-axis Score Obtained
1	The teacher's effectiveness in teaching the subject	8.69
2	Clarity of teacher's Voice and Communication Skills	8.56
3	Teachers Use of examples and illustration	8.52
4	Readiness to extra help when needed	8.66
5	Punctuality of Teacher	8.73
6	Level Of discipline maintain in the class	8.75
7	Interaction with students	8.73

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Feed Back Analysis (Unit-2) Year- 2015-16



X-Axis Label	Details About X-axis Label	Y-axis Score Obtained
1	The teacher's effectiveness in teaching the subject	7.75
2	Clarity of teacher's Voice and Communication Skills	7.80
3	Teachers Use of examples and illustration	7.80
4	Readiness to extra help when needed	7.83
5	Punctuality of Teacher	7.50
6	Level Of discipline maintain in the class	7.85
7	Interaction with students	7.93

Criterion – II

2. Teaching, Learning and Evaluation

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

E -mail: birlaprincipal1972@gmail.com. Visit: www.birlacollege.org

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65	39	24	01 (Principal)	01 (Librarian)

2.2 No. of permanent faculty with Ph.D.

32

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
-	07	-	-	-	-	-	-	-	07

2.4 No. of Guest and Visiting faculty and Temporary faculty:

Temporary faculty: 25

Visiting Faculty: 110

All the departments organise special lectures by eminent personalities in the respective subjects.

The college has a separate cell for remedial coaching, coaching for NET/SET examination and coaching and for entry into civil services. 86 Guest faculty members have visited college under these schemes.

2.5 Faculty participation in conferences and symposia:

Sr. No	Name of the course	No of visiting faculty
1	B.Com [(A&F)(A&I)(BFM),FM], BMS, M.Com E-commerce, BMM (English, Marathi)	42
2	B.Sc .(Comp. Sci., IT)	19
3	M.Sc. (Bio analytical Sciences, Biotechnology, Environmental studies)& B.Sc. (Biotechnology)	38
4	M.Sc. (Comp. Sci., IT)	07
	Total	106

No. of Faculty	International level	National level	State level
Attended	16	10	15
Presented papers	20	24	---
Resource Persons	---	06	07

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Extensive use of ICT : Use of smart classroom
- Students' seminars on various topics
- Exposure to the students in the form of small projects
- Hands-on training of various laboratory equipments / Visits to research institutes

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- A Credit Based Grading Semester System is adopted as per the University Guidelines. Semesters I-IV examinations at undergraduate level are conducted by the College. Semesters V-VI examinations at undergraduate level and semesters I-IV examinations at postgraduate level are conducted by the University of Mumbai. Answer books for semesters V-VI at undergraduate level and semesters I-IV at postgraduate level have a bar code.
- Revaluation facility is available to students.
- Photocopy of answer books are provided to students on request.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

- Member of BoS- 02
- Syllabus development - 06
- Syllabus framing Committee – 02
- Curriculum revision workshop - 09

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Grade wise analysis						
		O (%)	A(%)	B(%)	C(%)	D(%)	RLE (%)	Pass (%)
T.Y.B.A.	225	1 (0.44)	40 (17.78)	58 (25.78)	48 (21.33)	9 (4.00)	43 (19.11)	199 (88.44)
T.Y.B.Sc.	330	11 (3.33)	84 (25.45)	77 (23.33)	45 (13.64)	5 (1.52)	29 (8.79)	251 (83.8)
T.Y.B.Com.	550	12 (2.38)	196 (35.64)	167 (30.36)	82 (14.91)	20 (3.64)	26 (4.73)	503 (91.46)
B.Sc IT	88	11 (12.3)	42 (47.73)	14 (15.91)	2 (2.27)	-	-	69 (78.41)
T.Y.B.Com B&I	59	2 (3.380)	14 (23.7)	15 (25.42)	18 (30.5)	6 (10.16)	-	55 (93.22)
T.Y.BMS	111	2 (1.8)	25 (22.52)	29 (26.12)	28 (25.22)	4 (3.60)	-	88 (79.27)
T.Y.BMM	41	-	1 (2.63)	12 (31.57)	06 (15.78)	3 (7.89)	-	25 (68.42)
T.Y. B. Com A&F	64	10 (15.62)	43 (67.19)	6 (9.38)	3 (4.69)	-	-	62 (96.88)
M.A.	148	3 (2.03)	41 (27.70)	42 (28.38)	21 (14.19)	1 (068)	23 (15.54)	131 (88.51)
M. Sc	179	4 (2.23)	48 (26.82)	61 (34.08)	19 (10.61)	0 (0.00)	14 (7.82)	146 (81.56)
M.Com	47	0 (0.00)	9 (19.15)	21 (44.68)	3 (6.38)	1 (2.13)	2 (4.26)	36 (76.60)

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Academic calendar is maintained by every faculty member which includes time table and teaching plan for the whole year.
- The record of daily attendance, syllabus completion is monitored by HoDs and Vice Principals.
- Students feedback and satisfaction forms are collected by respective departments
- API forms are being filled in by individual faculty members.
- IQAC meetings are conducted periodically and IQAC coordinator and members review the syllabus completion, class tests results, projects undertaken by the students etc. By interacting with respective HoDs.

2.13 Initiatives undertaken towards faculty development

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

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<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	Nil
HRD Programmes	65
Orientation Programmes	Nil
Faculty exchange Programme	04
Staff training conducted by the university	Nil
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	65

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	126	92 Filled 34 Vacant	Nil	Nil
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Faculty members are motivated to submit research proposal to various funding agencies, present / publish research papers in conferences / journals. Necessary help and guidance is provided to the faculty members.

Various eminent researchers were invited to deliver scholarly talks

- **Padma Vibhushan Prof. M. M. Sharma**, renowned Scientist of eminence made an inaugural address at the Inter Collegiate Science festival 'PRAVAH' at Birla College on 13th January, 2016. His talk titled 'Discovery and Innovation in Science' enlightened the students and faculty members about serendipitous scientific discoveries

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	-	-
Outlay in Rs. Lakhs	--	--	-	-

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3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	07	-	-	-
Outlay in Rs. Lakhs	2.26	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	35	28	-
Non-Peer Review Journals	-	-	-
e-Journals	-	01	-
Conference proceedings	34	50	-

3.5 Details on Impact factor of publications:

Range	0. 515 to 5.68	Average	2.86
h-index	Dr. Naresh Chandra -10 Dr. M. A. Thakurdesai-6 Dr. M. M. Khandpekar -6 Dr. Avinash Patil -4 Dr. Sandesh Jaybhaye -2	Nos. In SCOPUS	05

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (in Lakhs)	Received (in Lakhs)
-----------------------	---------------	----------------------------	-----------------------------------	---------------------

Major projects				
Minor Projects	01	University of Mumbai	2.26	2.26
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	01	University of Mumbai	2.26	2.26
Students research projects <i>(other than compulsory by the University)</i>	01	Department of Biotechnology*		
Any other(Specify)				

* Under the DBT-Star College Scheme, under- graduate students undertake research projects.

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

* Informal consultancy provided with returns in kind.

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01		02	01	
Sponsoring agencies	UGC		-	UGC	

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations (Existing) International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

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From funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
02	01	01	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

15
32

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="03"/>	State level	<input type="text" value="01"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="34"/>	State level	<input type="text" value="26"/>
National level	<input type="text" value="26"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="--"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

E-mail: birlapincipal1972@gmail.com. Visit: www.birlacollege.org

University level	<input type="text" value="--"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="05"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized:

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="11"/>
NCC	<input type="text" value="06"/>	NSS	<input type="text" value="03"/>
		Any other	<input type="text" value="01"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. 'World Environment Day' was celebrated on 5th June 2015. Tree Plantation programme was organised at the College on 5th June, 2015 to emphasize practical efforts towards improving the green cover of KDMC region.
2. International Yoga Day was celebrated on 21st June, 2015 at the College with active participation of staff and students to bring home the message that a healthy mind resides in a healthy body.
3. Blood Donation Camp was organised on 1st July, 2015 in association with KEM Hospital, Sion to mobilize large volumes of life saving blood from young students to aid recovery process of various patients in need.
4. Vriksha Dindi is organized every year in association with Kalyan- Dombivli Municipal Corporation, Century Rayon, Social Forestry Department, Friends of trees Kalyan Branch and NGOs like Rotary Club, Lion's Club and Giants Club to create awareness regarding the importance of tree plantation. This year it was organised on 2nd August, 2015. Tree bank is maintained.
5. No Vehicle Day: - College has taken an initiative to create awareness among the students and staff members for protecting the environment. It was organised on 14th September, 2015 and 5th December, 2015.
6. *Peace March* was organized on 2nd October, 2015 by the UGC sponsored Gandhian Studies Centre and the NCC Units of the College to celebrate International Non-Violence day.
7. *Voters' Awareness Rally* jointly with KDMC was organized on 20th October, 2015. Shri E. Ravindran, IAS, Commissioner KDMC was the Chief Guest. Staff and Students participated in 'Walkathon' to create this "Awareness for Voting".
8. A Public Meeting on Union Budget – 2016 was organised on Friday, the 4th March, 2016. Shri Chandrashekhar Tilak, CA Mangesh Kinare and Shri Manishkumar Singh (IRS), Joint Commissioner of Income Tax, Range – 3, Kalyan were the invited speakers.
9. Career and Counselling Cell organized a *Pre Marriage Counselling Workshop* on 16th and 17th December, 2015 and yet again on 3rd March, 2016.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)
 Phone: (O) 0251-2232930 (Fax) 0251-2231029.
 E-mail: birlapincipal1972@gmail.com. Visit: www.birlacollege.org

Facilities	Existing	Newly created / Additions	Sources of Funds	Total
Campus area	80937.10 sq.m.	-	Government Aid+ Management	80937.10 sq. m.
Class rooms	46 Class rooms	2 Smart Class Rooms	Government Aid+ Management	2630 sq. m.
Laboratories	19 Labs 1940.41 sq. m.	-	Government Aid+ Management	19 Labs 1940.41 sq. m.
Seminar Halls	2 Seminar Halls 266.10 sq. m.	-	Government Aid+ Management	266.10 sq. m
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	13 Nos.	53 Nos. Annexure-1	UGC Schemes + Management	66 Nos.
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.44.68	Rs.99.00 Lakhs Annexure I	UGC Schemes + Management	Rs. 143.68
Others (Rs. In Lakhs)	-	Rs. 65.77 Lakhs Annexure II	UGC Schemes + Management	Rs. 65.77

4.2 Computerization of administration and library

The computerization process in office & library is almost complete.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	17,479	27,73,410.00	1964	230680.00	19443	3004090.00

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

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Reference Books	56,071	1,68,51,874.00	1287	722526.00	57358	17574400.00
e-Books	-	-	-	-	-	-
Journals	129	2,62,843.00	94	176023.00	94	176023.00
Newspapers	26	39,666.00	27	47749.00	27	47749.00
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	593	2,45,272.000	-	-	593	245272.00
Others (specify)	-	-	-	-	-	-
E-Book Readers	15	2,40,000.00	-	-	15	240000.00
Software & tools for visually challenged users	1	1,49,425.00	-	-	01	149425.00
Total	74,314	2,05,62,490	3,372	1176978	77531	21739468

4.4 Technology up gradation (overall) (In Nos.)

	Total Computers	Computers in Labs	Internet facility in computers	Browsing Centres	Computer Centres	Computers in Office	Computers in Departments	Computers at others places
Existing	288	172	100	12	-	30	70	04
Added	61	45	100		-	05	11	-
Total	349	217	200*	12	-	35	81	04

* Included in total computers 349

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

1. Teachers and students have easy access to computers at different places in the college i.e. various computer labs, computers in library, etc.
2. Wi fi facility is made available for quick internet access in some areas.
3. Every Department has a computer with wi fi connectivity.
4. HOD's have separate computers.
5. Most of the Lecturers use ICT enabled teaching methods.
6. Seminars and workshops are arranged for students on Networking, e-governance, etc.

4.6 Amount spent on maintenance in lakhs (Rs.):

i) ICT

8.38

48.99

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

E-mail: birlapincipal1972@gmail.com. Visit: www.birlacollege.org

ii) Campus Infrastructure and facilities	
iii) Equipments	0.72
iv) Others	35.77
Total:	93.86

Annexure - I

List of Machines / Equipments procured during 2015 - 16

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)
 Phone: (O) 0251-2232930 (Fax) 0251-2231029.
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Sr. No.	Particulars	Amount (Rs.)
	Merged Scheme	
1.	Lenovo Think Centre	109148
2.	LCD Projector	98325
	Woman's Study Centre	
3.	Camera	21335
4.	Lenovo PC	34000
5.	HP LaserJet Printer	17800
Degree College – Laboratory Equipments		
	Botany	
6.	Model CT CA 44-1305073- Contech	4701
7.	Contech Instruments Model CT CA 44-1305073	19364
8.	Round Water Bath, Digital Colorimeter	228854
	Microbiology	
9.	Digital Balance Contech Instruments	19364
10.	Arvind Industries	31748
	Zoology	
11.	Hot Plate Magnetic Stirrer, Rotary Microtome, Water Bath Rectangular	48229
	Chemistry	
12.	Electrodes	27495
13.	Contech Digital Balance	15328
	Computer Hardware	
14.	Printer HP 7110	16000
15.	Printer EPSON L1300 A3 Size Colour Printer	23100
16.	Laser printer Vice Principal	8500
17.	Scanner	34335
18.	Bio-Nanotechnology Nano Surf AFM - Sinsil International CPS Instruments – Thro Sinsil International	3178000
CCTV – Unit II (Unaided Courses)		
19.	A V Securities	208031
	Musical Instrument	
20.	Microphone	7197
21.	Amplifier	21755
	Laboratory Equipments – Unit II	
22.	Digital Colorimeter, PH Meter (PG Bioana Sc)	19603
23.	Digital Conductivity meter, Multi Heating Mantel, Muffle Furnace (PG Env. Science)	37533
24.	Computers, Scanner, Printer, etc. – Community College	300000
25.	Indus Instruments Pvt. Ltd.- Lab Equipment	148252

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26.	Computers	83927
27.	LCD Projectors	121500
28.	Vertical Gel	31742
	Electrophoresis Unit	
	Horizontal	
29.	Meditek Speciality	52171
30.	Interactive Board	47250
College of Excellence		
	Botany	
31.	HPCL Column Oven	36450
32.	IR Moisture Balance	86063
33.	HPTLC / TLC Plate Heater	147490
34.	UPS for Laboratory	183252
35.	Computers	124215
36.	Printers	16800
	Chemistry	
37.	Incubator Bacteriological	65382
38.	Muffle Furnace	20250
39.	Electronic Balance	22376
40.	Ice Cube Making Machine	121500
41.	Digital Visible Spectrophotometer	72900
42.	Computers	62108
43.	Printers	16800
	Physics	
44.	Spectrofluorometer	1438375
45.	Split Furnace	275625
46.	Air Conditioners	35000
	Commerce Resource Centre	
47.	Computers	206462
	Language Lab Equipments	
48.	Teaching Aids	132300
49.	Video Conferencing Kit in Room No. 23 and Room No. 103	346908
	Library Automation	
50.	Server and Network Attached storage server	504000
	Computers	
51.	Computers	814107
52.	Sports Activities (Gymkhana) PC and Printer	78908
53.	Cultural Activities (Arts Circle) PC and Printer	78908
	Total Equipments	9900766

Annexure – II

Details of Other Infrastructure Expenditure Incurred during 2015 - 16

Sr. No.	Particulars	Order Value (Rs.)
---------	-------------	-------------------

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

E -mail: birlapincipal1972@gmail.com. Visit: www.birlacollege.org

	Furniture	
1.	Office Furniture	221002
2.	Air Conditioner	79300
3.	Revolving Chairs	97278
4.	Air Conditioner	32050
5.	Vacuum Cleaner	8990
6.	Vallabha Electrical – Exhaust Fans	69908
7.	Air Conditioners	92650
	Software	
8.	Software Development	45458
	Computer Hardware	
9.	Networking	250000
10.	Windows Legalisation Software	194650
11.	Antivirus Software	122850
	Security Cabin	
12.	Electricity of Security Cabin	89779
	Laboratory Equipments – Unit II	
13.	Tech Resource	17681
14.	PG Biotech Electrophoresis Unit	48680
College of Excellence		
	Botany	
15.	Lab Furniture	502387
16.	Lab Painting	129319
17.	Computers in Lab Up gradation	20000
	Chemistry	
18.	Lab Furniture	1152967
	Physics	
19.	Lab Furniture	263500
	Library Automation	
20.	Upgradation of Libsys Software	706125
	Software	
21.	Software for Library	155650
22.	Web based Management	575000
23.	Software (Estimated Expenses)	811519
24.	Web Site	32000
	Internet Connectivity	
25.	Internet Installation	399820
	Classroom / Seminar Hall	
26.	Upgradation of Classroom / Seminar hall	40500
27.	Upgradation of Library with networking	418215
	Total of Others	6577278

Criterion – V

5. Student Support and Progression

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

E -mail: birlaprincipal1972@gmail.com. Visit: www.birlacollege.org

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- An innovative Induction program was organized for the First year students of all the streams, wherein, they were introduced to the various activities conducted in the college. Activity heads provided information to the students about the programs organized by them.
- Students are made aware about various programmes, events, courses conducted through college prospectus, TV display, College website, College magazine, etc. College documentary and the profile of college (Power Point Presentation) also gives detail information on various facilities in the College.
- Student Feedback is collected from a sample of students for each subject. A feedback about the general working of facilities provided by the College is also collected through the Student satisfaction analysis form. The areas of concern are identified after analyzing the feedback and corrective measures are taken. (Specimen of Feedback Form and Student Satisfaction Form are enclosed.)
- Academic Prize Distribution was organized to felicitate the rankers of First Year and Second Year Students. Special Department prizes sponsored by some departments and Endowment prizes are also awarded to students securing highest marks in their subjects. Dr. Rama Bhosale -Joint Director, Higher Education, Konkan Region was the chief guest for the function. The recipients of the prizes were happy and got further motivation to excel in the University examinations.
- Degree Certificate Distribution Ceremony was organized by College to distribute certificates to graduates and post graduates similar to Convocation Ceremony at University level. It was observed that students were really happy to receive certificates at the hands of Chief Guest and other guests. Students Parents expressed their appreciation for the same.
- Industrial Visits are planned by most of the departments so as to provide students the practical exposure and actual industrial environment. Several intra and inter-collegiate competitions are organized for the students on curricular and co-curricular aspects in order to provide holistic education. The placement cell organizes pre Placement activities such as Guest lectures on Personality Development, Group Discussion and Personal Interview Techniques, Career Choices, etc. To prepare students for overseas job opportunities, college conducts short term certificates courses of three to six months duration in French, German and Chinese language.
- Three students have been granted one academic year BTCSOL scholarship (Bachelor's Degree in Teaching Chinese to speakers of other languages) by Confucius Institute and they are currently studying at Tianjin Normal University, China.

5.2 Efforts made by the institution for tracking the progression

- Result Analysis is done by Examination Committee and the departments. Measures are taken to improve the performance of the students. Each department maintain record with respect to the progression of the students.
- College conducts various activities for the students' career development and campus interviews by organizing training programmes on group discussion and personal interview.
- Students are also provided guidance about placement opportunities (providing them details of placement process, online registration for placement agencies and employment agencies)

5.3 (a) Total Number of students

UG	PG	Ph. D.	Total
4859	793	32	5684

(b) No. of students outside the state

22

(c) No. of international students

-

No	%
2220	39.13

Men

No	%
3464	60.94

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total (Aided + Unaided)
3241	775	387	1337	-	5740	3272	709	321	1378	04	5684

Demand ratio*

Dropout %: The dropout percentage is almost negligible.

* Demand is more than available seats. Inhouse Students are given preference while giving admission in First Year (B.Com., B.A., B. Sc.) Students passing out from 12th standard from other colleges are granted admission on merit basis. The admission for Self Financing Courses is also granted on merit basis. Reservation policy of the State Government is followed. Cut-off marks are displayed on Notice Board.

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- UGC sponsored centre for the entry into services for SC/ST/OBC provides training to the students for Civil Services Examination by organizing lectures in various subjects. Guidance sessions on UPSC, MPSC, Banking, Insurance, Staff Selection Commission and Railway Recruitment, etc are organized in the College.
- The UGC sponsored NET/SET coaching scheme for SC/ST provides guidance to the interested Post Graduate students. A lecture series was organized by inviting the resource persons in the subject of Hindi, Chemistry, Physics and Zoology. Students were provided

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS/IRS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Counseling Cell aims to help students to grow into balanced human being on the personal, academic and professional front. Following activities were organized by the Cell in the academic year 2015-16:

- Two – Day Pre- Marriage Counseling Workshop was organized in the month of December, 2015 and again in February, 2016 due to very good response of the students. Resource persons Dr. Varsha Phadke- Practicing Gynecologist, Dr. Mangesh Deshpande (Practicing Ayurvedacharya), Mrs. Yogini Ghare (Deputy Registrar, University of Mumbai), Mrs. Priya Tavade (Vedanta College), Dr. Sujata Chavan (Counsellor and Professor from TISS) were invited to guide the students to develop their life skills and decision making ability skills.
- Guidance sessions on managing examination stress and group discussion and personal interview techniques were organized. Mrs. Kartiki Sanap from Welinkar’s Institute of Management Studies, Mumbai was invited to conduct the workshop.
- Pyschometric Test for Third Year students was conducted and personal feedback was given to students by Mrs. Prachi Apte (Visiting Counsellor and Psychologist).
- A workshop on ‘Aarogya Tanamanache’ was conducted by Dr. Sandip Jadhav (M.D.) and Dr. (Mrs.) Varsha Phadke. The guidance was given on importance of ‘healthy mind and healthy body’ for achieving success in life.
- A special lecture was organized to create awareness about University guidelines regarding examination rules and code of conduct.
- Students were also guided on the importance of attending college regularly. Irregular students were identified by each department and few students were given counseling for the same.

No. of students benefitted

5.7 Details of campus placement

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<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students placed	Number of Students placed
04	455 (enrolled) 251 (participated)	187	72

5.8 Details of gender sensitization programmes

- More than 60% of the students in the college are girls. Hence, the college ensures to provide safe and secured environment to all students. CCTV cameras and 24 Hour Security System is in place. College has Women Development Cell and UGC sponsored Women Studies Centre which organizes various programmes on Women empowerment, Creative skills, Self Defence, etc.
- A legal awareness camp was organized wherein, Justice M J Mirza, District Judge, Kalyan was invited to guide students on topics like Children's right, Anti Ragging Act, etc.
- A certificate course on "Creative Skills for Women" of 15 lectures (1 Credit) was organized by Women Studies Centre. Lectures were conducted by eminent resource persons.
- The 'Department Of Life Long Learning and Extension' (DLLE) undertook the Annapurna Yojana project, survey on women status, industry orientation project, career project to develop entrepreneurial skills in girl students
- College also has Grievance Redressal Cell where students problems, if any are addressed.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level (Open tournament)

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

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Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	65	1,17,751
Financial support from government	1672	1,06,55,930
Financial support from other sources (Community College Scheme by UGC)	50	6,00,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

There are no major grievances. However, there remains few issues like attendance, results, internal marks, etc. which are addressed. Efforts were made to readjust seating capacity in the library to accommodate more number of students in the reading room. Efforts are also initiated by General Office and Library to minimise the inconvenience to the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION STATEMENT

We aspire to be
a premier institution of higher education,
an inspiring Nodal Center,
catering to the diverse needs of
student-fraternity,
providing them state-of-the-art facilities and
a stimulating teaching-learning environment,
to groom them into socially responsible,
excellent human resource.

MISSION STATEMENT

To enable students to develop as
intellectually-alive,
socially-responsible citizens,
ever-ready for
continuous personal
and professional growth.

- The Vision and Mission statement emphasize on transforming the students into socially responsible citizens.
- The College is committed to provide a stimulating teaching- learning environment through excellent facilities to the students.
- The Vision, Mission and Objectives of the Institution aim at providing affordable quality education to a cross section of the society and catering to the diverse needs.
- The College has a tradition of organising ‘Vriksha Dindi’, ‘Peace March’, Blood Donation Campaign, etc as a part of its outreach activities. Students of nearby colleges and schools, NGOs, Govt. officials, etc. also participate in these activities.
- A Community College has been sanctioned by UGC for “Diploma in Accounting and Taxation” from the current academic year 2015–16. 50 students are admitted in the first year as per sanctioned strength. The course has four levels. Certificate course, Advance Certificate, Diploma Course (till First year) and Advance Diploma in the Second year. The curriculum has two components 60 % is skill component and 40% is general component. Overall, there is a very good response from the students.
- Activities organized by NCC, NSS and DLLE units of the College; UGC sponsored GSC, WSC and Counseling Centre, etc help to sensitize the students to social problems and involve them in social outreach activities.
- The Arts Circle of the college organised an event, “*Parikrama – A Journey around the world*” to encourage the artistic talent of the students on 8th January, 2016. Three workshops were conducted as a part of the training to introduce students to various dance forms.
- Students of the College participated in the International Economics Convention and won the 2nd runner up trophy (overall). They also won the 1st runner up for the “Best Research Paper”.
- Birla College has started a Repository for the research papers and other work done by the faculty members.

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

E-mail: birlapincipal1972@gmail.com. Visit: www.birlacollege.org

6.2 Does the Institution has a management Information System

Partially

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

1. Research Centres in the subjects of Hindi, Economics and Zoology for Ph. D. were sanctioned from the current academic year.
2. Under the Community College Scheme of UGC a Diploma Programme in Accounting and Taxation has been started.
3. Faculty members are invited as members of syllabus framing committee in some of the subjects from University of Mumbai. Two faculty members from the Department of Geography were members of Syllabus framing for T.Y.B.A. Geography for 2015-16. The syllabus of the Diploma in Accounting and Taxation under the Community College Scheme of the UGC was designed entirely by the faculty from Department of Accountancy and Commerce of Birla College.

6.3.2 Teaching and Learning

1. Three departments from the College viz. History, Botany and Commerce have been selected on an experimental basis for carrying out academic audit at a departmental level.
2. Teaching-Learning methods like “Flipped Classroom”, industrial and field visits and ICT enabled teaching methods are used to increase the level of understanding among students and develop keen interest towards the subject.
3. The Science departments of the College organised “Pravah” a Science fest under the Star College Scheme of DBT. All the departments of science faculty organised activities under the Science Fest. “Sukshmaavkash”, an exhibition on models of micro organisms was organised by the Department of Microbiology. “Astro-Club” was established by Department of Physics. Exhibitions were conducted by Departments of Zoology, Botany, Chemistry, etc. ‘Fun with Maths’ was an activity organised by Department of Mathematics. Departments of IT and Computer Science organised competitions on “Programming and Debugging
4. Dept. of Economics organised an intercollegiate competition ‘Money Matters’ and Intra-Collegiate Competition on 24th February, 2016. The Competition helped to associate theoretical and practical issues.
5. The Department of History organised an Exhibition on “Indian National Movement” on 17th February, 2016. Exhibits related to the freedom struggle of India were displayed.
6. The Department of English organised ‘Lang-Lit’ an intercollegiate event English being an international language of Communication to increase the competency of the students on 18th December, 2015.

6.3.3 Examination and Evaluation

1. Room no. 112 in the college is developed as an Examination and Centralised Assessment Centre for the smooth conduct of examinations with the provision of exclusive space for CAP. CCTVs are installed; computer, printers, copier machines are provided.
2. The Question Papers for Sem V and VI of the U.G. programmes are received entirely online. They are printed in the college and distributed immediately to the candidates to minimize malpractices.

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6.3.4 Research and Development

1. The College encourages faculty members to apply for minor and major research projects. This year 07 faculty members have been sanctioned Minor Research Projects by the University of Mumbai.
2. An International Conference was conducted by the Department of Hindi on 27th and 28th November, 2015. The conference received an overwhelming response from researchers from all quarters.
3. A large number of faculty members presented research papers in National and International Conferences and also published Research Papers in reputed, Peer Reviewed journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library – New books in fiction and non – fiction category were added to encourage reading habits of students. ‘Vachak Din’ was organized at Library on the Birth Anniversary of Bharat Ratna Dr. A. P. J. Kalam, Former president of India, a great teacher, Researcher, Motivator, Role model, on 15th October, 2015. More than 1000 students visited the library and benefitted from the book exhibition.

ICT –

1. Additional computers and printers are purchased and internet facility is provided for smooth functioning of College activities (both academic and administrative).
2. **Close Circuit cameras** are installed at strategic locations in the College to monitor activities / Infrastructural facilities / students’ movement and discipline.

Infrastructure –

1. Work station is provided for Ph. D. Students of Arts Faculty (Department of Hindi, History and Economics) Research Lab is being developed by the Department of Zoology.
2. The entry points for vehicles of teachers and students have been separated to control student movement in campus.
3. The security personnel have been provided separate cabin to monitor student activity inside the campus.

6.3.6 Human Resource Management

1. The Counselling Centre conducts Psychometric tests followed by personal counselling of students to provide them proper career guidance and make them a competent human resource.
2. Faculty members who were due to attend Orientation Programmes, Refresher Courses or Short-term courses for Career Advancement were encouraged to attend the same.
3. Workshops on Personality Development, Research Methodology and Leadership were organised for the faculty members.
4. A 3 – Day Yoga Camp was conducted for the staff members to increase awareness about health.
5. Training programmes, meetings and group discussions were organized to enhance the efficiency of office administration.

6.3.7 Faculty and Staff recruitment

1. Interviews were conducted for the appointment of faculty members on ad-hoc basis in July, 2015 and subsequent appointments were made on a temporary basis for 3 posts.
2. Posts were advertised for non-teaching staff and subsequent interviews were conducted as per University guidelines.

6.3.8 Industry Interaction / Collaboration

1. The College collaborated with 4 organizations for the placement of students. 187 Students were placed through campus interviews.
2. Students studying in M. Sc. Bioanalytical Science attend training in various Industries for two months.
3. Few students of Post Graduate Programmes of Environmental Science and Biotechnology collaborate with Industry / Research Institutes / Consultancy for Projects.

6.3.9 Admission of Students

1. Admissions are granted on merit basis as per Government / University rules. Reservation Policy (State Policy) is followed.
2. Admission committees are made for each class.
3. Proper timetable for admission is made, displayed and followed.

6.4 Welfare schemes for

Teaching and Non teaching staff	<ol style="list-style-type: none">1. Birla College Employees Cooperative Credit Society is an 'A' grade credit society.2. Management has decided to create 'Employee Benevolent Fund' from 2015 – 16. The fund will be available for treatment of terminal diseases like cancer, etc.3. A sum of Rs. 3.0 lakhs per year will be available by the management for higher education of children of permanent staff members. (Maximum limit of Rs. 50,000/- for first two children).
Students	<ol style="list-style-type: none">1. All the govt. Scholarship and Freeship Schemes are implemented.2. The College also offers fee concessions and allows payment of fees in instalments for needy and deserving students under Student Aid Fund.3. Fund of Rs. 1.00 lakh per year from Kalyan Charity Trust for payment of fee to poor and needy students has been marked.

6.5 Total corpus fund generated
(All amounts are for 2015-16)

1. Birla College Employees Cooperative Credit Society	Rs. 1,08,60,230.00/-
2. Employee Benevolent Fund	Rs. 1,65,200.00/-
3. Higher Education Fund	Rs. 3,00,000.00/-

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	√	1. ISO-TUV NORD	√	Internal Auditors trained by ISO-TUV NORD
Administrative	√	1. ISO-TUV NORD	√	Internal Auditors trained by ISO-TUV NORD

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No
For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

1. The College has converted Room No. 112 into **Examination and CAP centre**. It is equipped with CCTV cameras, computers and printers.
2. The University sends the question papers online to avoid malpractice. The College has provision for downloading the question papers and for printing the same.
3. The College is also CAP centre for T.Y.B.Com and M.Com examinations for the cluster colleges.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University encourages colleges to undergo academic audit. The academic audit of the College was conducted on 24th March, 2015.

6.11 Activities and support from the Alumni Association

1. The Alumni Association conducted a public meeting on Union Budget in the College on 3rd April, 2016.
2. Each department conducts alumni meet periodically.

6.12 Activities and support from the Parent – Teacher Association

The Parents-Teachers meetings are organised every semester and the parents are involved in decisions regarding intensive and remedial coaching.

Attendance of students is monitored and parents are updated on a monthly basis.

6.13 Development Programmes for support staff

1. A Three Day Yoga Camp was conducted for the staff members to increase awareness about the health.
2. Training programmes, meetings and group discussions were organized to enhance the efficiency of office administration.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Vriksha Dindi is organized every year in association with Kalyan-Dombivli Municipal Corporation, Century Rayon, Social Forestry Department, Friends of trees Kalyan Branch and NGOs like Rotary Club, Lion's Club and Giants Club to create awareness regarding the importance of tree plantation. **This year it was organised on 2nd August, 2015.** Tree bank is maintained.
2. The campus already has a large number of trees. Yet every year a number of plants / saplings are planted in the campus. The trees are numbered and the botanical name and common name of the tree is displayed on it.
3. **No Vehicle Day:** - College has taken an initiative to create awareness among the students and faculties for protecting the environment. No Vehicle Day was organised on 14th September, 2015, 20th October, 2015 and 5th December, 2015.
4. The Department of Environmental Sciences celebrates Eco-Friendly Ganesh festival which is now an annual feature. As part of the same a Workshop for making Ganesh idols with clay is organized for the students. This year the Festival was celebrated from 17th September 2015 to 21st September 2015. Decorations were based on the theme "Tribute to Former President of India, Bharat Ratna Dr. A P J Abdul Kalam.
5. 'World Environment Day' was celebrated on 5th June 2015. Tree Plantation programme was organised at the College.
6. World Ozone Day is celebrated every year. Lectures and poster competitions are organized by the College along with NGOs to create awareness regarding major causes of air pollution, importance of reducing vehicle emissions, etc. amongst the students and faculty. This year 'World Ozone Day' was celebrated on 16th September 2015. Intercollegiate competitions on Nature Hunt, Biocollage, Dumcharades, Cooking without Heating were organized.
7. Students of M. Sc. Environmental Sciences along with other students participated in Discussion Forum on "Developing Kalyan City as a Smart City" organized by Kalyan Dombivli Municipal Corporation on 23rd September 2015.
8. Elocution competition for the students was organized on 18th December 2015 on the themes Climate Change, Recent Natural Disasters, Green Biotechnology and Genetically Modified Organisms.
9. A Workshop on 'Vermicomposting' was organized by Department of Environmental Sciences jointly with Science Association on 19th December 2015. 70 students from different departments participated in the Workshop.
10. A 'Scizzle' and Workshop on 'Biocomposting' under 'Pravah', an intercollegiate **Science Fest - 2016** was organized on 14th -15th January 2016.
11. Safety audit was conducted on 20th April, 2016.
12. Dr. Deepak Apte, Director, BNHS, delivered a lecture on "Wonders of Marine Environment' on 12th February 2016. Several other Guest Speakers were also invited.
13. The students are instructed to switch off the electric appliances and instruments after use. All the lights, fans and air conditioners are put off when not required.
14. The students of Environmental Sciences actively participate in Beach cleaning and Noise monitoring every year.

Criterion – VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
1. *Peace March* was organized on 2nd October, 2015 by the UGC sponsored Gandhian Studies Centre and the NCC Units of the College to celebrate International Non-Violence day.
 2. '*Vachak Din*' was organized at Library on the Birth Anniversary of Bharat Ratna Dr. A. P. J. Kalam, Former president of India, a great teacher, Researcher, Motivator, Role model, on 15th October, 2015. More than 1000 students visited the library and benefitted from book exhibition.
 3. *Voter's awareness Rally* with KDMC was organized on 21st October, 2015. Shri E. Ravindran, IAS, Commissioner KDMC was the Chief Guest. Students of Environmental Sciences participated in 'Walkathon' conducted for "Awareness for Voting" on 20th December 2015.
 4. Career and Counselling Cell organized *Pre marriage Counselling workshop* on 16th and 17th December, 2015.
 5. *LANG-LIT* an intercollegiate linguistic and literary competition was organized by Department of English and Center for Foreign Languages on 18th - 19th December 2015.
 6. '*Pravah*', an Intercollegiate Science Festival was organised on 13-14 January, 2016. The festival was organised by the Science Departments to inculcate and create awareness and motivate students of schools and colleges to take active interest in Physical Sciences and Biological Sciences. Intercollegiate science exhibition, 'Fun in Maths', (Workshop on Bottle Gardening and Body Mass Index (BMI) were conducted. Both workshops received tremendous response from students) and many other events were organized as a part of PRAVAH. More than 2000 students of different schools and colleges actively participated in this programme. Padma Vibhushan Prof. M. M. Sharma was the Chief Guest for the inaugural function. The fest was sponsored by DBT and Century Rayon.
 7. Exhibition on Freedom struggle: A pictorial representation of the same was presented on 17th February, 2016 by the Staff and students of the Department of History that helped generate interest in the subject. Students of the Department of History were asked to prepare a MCQ bank which ensured more involvement and improved reading of reference / text books.
 8. Organized a Public Meeting on Union Budget – 2016 on Friday, the 4th March, 2016. Shri Chandrashekhar Tilak, CA Mangesh Kinare and Shri Manishkumar Singh (IRS), Joint Commissioner of Income Tax, Range – 3, Kalyan were invited as the main speakers.
 9. International Women's Day was celebrated on 8th March, 2016 by the Women's Study Centre.
 10. A Community College has been sanctioned by UGC for "*Diploma in Accounting and Taxation*" from the current academic year 2015–16. 50 students are admitted in the first year as per sanctioned strength. The course has four levels. Certificate course, Advance Certificate, Diploma Course (till First year) and Advance Diploma in the Second year. The curriculum has two components 60 % is skill component and 40% is General Component. Overall, there is a very good response from the students.
 11. Internal tests were conducted by individual faculty during a stipulated time period.
 12. The Department of Economics initiated the S. D. Gokhale Memorial Intra Collegiate Competition wherein current issues like Make-in-India, Gold Monetisation Scheme etc. were examined by the students through presentations, essay and elocution.
 13. *Astro Club* was launched by the Department of Physics and was inaugurated by Dr. Bram Boroson, Clayton State University. Various activities such as sky observations, relevant competitions and a lecture series were conducted.
 14. The Arts Circle of Birla College presented "*Parikrama – A Journey around the World*" wherein various dance forms from different parts of the world were presented by the students. The same helped hone new talent and create awareness about National and International dance forms.

15. Central Library of Birla College has initiated a system wherein scanned news clips related to various aspects / subjects such as science, politics, economics, etc. are mailed to the students and faculty members.
16. Departments of Hindi and Marathi invited the authors of prescribed Novels to directly interact with students and enable better understanding.
17. An evening of fellowship among the teaching staff was held. It included a musical programme “*Geet Gata Chal*” wherein the staff members presented songs from the bygone era as well as the present period. A very pleasant atmosphere of bonhomie was created.
18. *Innovation Club* was established, with an aim to provide a forum for students to pursue their natural curiosity and to quench their thirst for creativity as well as to encourage students to undertake innovative research and technology projects.
19. For the first time direct cash assistance ranging from Rs. 1000/- to Rs. 7695/- was provided to needy and deserving students provided they had not received freeship or scholarship from the government.
20. A felicitation programme was organised to recognize the participants in R. D. Parade, and those students who won accolades in sports at the national level. Maj. Gen. Gill, ADG NCC was the Chief Guest. The students were given cash awards and Track Pants and blazers.
21. A series of sessions were held for motivating the faculty members under the Faculty Enrichment Activities on Time Management, Leadership Skills and TQM (Total Quality Management). Quality Circles were established in each department and one faculty from each Department was given the responsibility as coordinator for the activity.
22. The following welfare schemes have been initiated by the management–
 - i) Staff members of Birla College can use the facility of child care center opened at Birla School, Kalyan free of cost.
 - ii) Management has decided to Create Employee Benevolent Fund in which Rs. 100/- per month to be paid by the employee and management will also contribute Rs. 100/- per month per employee. This fund is created for treatment of terminal diseases like Cancer, TB, etc.
 - iii) A Sum of Rs. 3.00 lakhs per year from KCES to be utilized for higher education of children of all the permanent staff. Maximum limit of Rs. 50,000/- per student can be provided.
 - iv) The Management from Kalyan Charity Trust has created a fund of Rs. 1.00 Lakh per year for payment of fee to poor and needy students for their studies was created.
 - v) The Management has sanctioned Rs. 2.5 lakhs for Celebration of Annual Day in November / December every year.
 - vi) Accidental insurance cover and medical reimbursement for all the staff members as per the scheme has been started from the year 2015 - 16.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year ?

	Proposed Activities	Action Taken
a) Teaching	Community College	A Community College has been sanctioned by UGC for “ <i>Diploma in Accounting and Taxation</i> ” from the current academic year 2015-16. 50 students are admitted in the first year as per sanctioned strength. The course has four levels. Certificate course, Advance Certificate, Diploma Component. Overall, there is a very good response from the students.
b) Examination	<ul style="list-style-type: none"> Change in mode of conduct of Internal Tests. 	Each faculty member, responsible for conducting the internal test for the class he / she teaches, conducted the same individually during a stipulated time period and directly submitted the marksheet to the examination committee. This reduced the time period needed for conduct of test.
c) Research	Research Centres in Economics, Hindi and Zoology	The University of Mumbai sanctioned a Research centre in Economics, Hindi and Zoology at Birla College from the academic year 2015- 16.
d) Academic Administration	Quality Circles in all the Departments	Each Department has been encouraged to establish a quality circle and a faculty member therein was identified to oversee and coordinate its functioning. Efforts were made to improve attendance in classrooms, teaching – learning process and all around development of the students.

7.3 Give two Best Practices of the institution?

Best Practice - I

I. Quality Circles

Goal: The concept of establishing **Quality Circles in each department** was initiated in the current academic year by the IQAC. One faculty member therein was given the responsibility of implementing the measures to be undertaken for enhancing quality in the learning outcomes and the overall academic environment. Two major objectives were set.

- For the current academic year: To improve attendance of students.
- For the next academic year: The process for admission and issuing of I-Cards and Library Cards are to be streamlined so that the entire process can be completed on the same day.

The Content: Quality enhancement and sustenance is an important function of IQAC. Accordingly, a brainstorming session was conducted with the faculty members to identify areas that require attention and efforts to be made for improving the same. Most faculty members seemed to be unanimously favouring improvements in two areas namely the admission process and attendance of students.

Dr. Naresh Chandra, Principal, Birla College of Arts, Science & Commerce, Kalyan - 421 304, (M.S.)

Phone: (O) 0251-2232930 (Fax) 0251-2231029.

E -mail: birlapincipal1972@gmail.com. Visit: www.birlacollege.org

The Practice: A decision was arrived upon that in the current academic year; all out efforts would be made to improve the attendance of students. The efforts to be made are listed below:

- a. All faculty members were asked to draw out defaulters lists.
- b. The defaulters were categorised according to their attendance between 25% to 50% and 50 % to 75% attendance.
- c. A meeting with the parents of the said students was held
- d. The students were counselled to identify the reason for their absence.
- e. Students who had taken up a job in order to overcome their poor financial situation were offered cash assistance / books and instalment facility to pay fees in the future.
- f. Assignments were given to irregular students along with a warning that admission would stand cancelled if they continue to be irregular.

Problems Encountered and Resources Required:

Some parents tend to defend the poor attendance of their wards by citing the fact that students are pursuing professional courses.

Students who are working don't opt for distance education programmes as industry acceptance for degrees so obtained is low.

Evidence of Success:

There was an improvement in the overall attendance of the students by 25 to 40 %. The parents too agreed to co-operate by ensuring that their wards would hence forth be regular. The students have realised that their admission in the following year was subject to their regularity in the current year.

Best Practice - II.

Title: Intra-Collegiate and Inter Collegiate Events for Students

1. **Goal:** The overall development of students requires participation in various co-curricular and extracurricular activities in the college during the years spent in acquiring the degree. Such participation is encouraged at Birla College by not only, training students to participate in various inter- collegiate competitions, but also, organising such events within the college premises. Under various auspices, several activities at an intra-collegiate, as well as inter collegiate level were organised which received a very good response from the students.
2. **Content:** Students who participate in various intra -collegiate and inter-collegiate events develop leadership qualities and have better organisational skills. The students also improve their public skills. Many students who desire to pursue a career in performing or literary arts find their **calling** through such events. Birla College, believes in providing a platform for the overall development of the students by organising various such activities. These events are organised by different departments / associations and are able to address the varying needs of the students.

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E -mail: birlaprincipal1972@gmail.com. Visit: www.birlacollege.org

3. **The Practice:** The Arts Circle of the College organised a mega cultural event sponsored by the College management under the title of “Parikrama”. More than a 1000 students were part of the programme organised in the first week of January 2016.

“Pravah”, an inter-collegiate Science Festival is an annual feature of the college under the Star College Scheme. Students from Birla College and other Colleges affiliated to the University of Mumbai compete in a healthy manner. This competition helped create interest in Science.

Department of Economics along with the Skill Development Centre under UGC organised “Money Matters” – an Inter Collegiate Fest and “S. D. Memorial Competition – an Intra – Collegiate event. Elocution, Power Point Presentation, Guess the Economic Concept and poster making were among the competitions held.

The Department of English organised the “Langlit”. This event encouraged the improvement of Language Skills and awareness of English Literature, Diaspora amongst students / Department of History organised an exhibition of “Indian National Movement” which was a pictorial representation of the freedom movement of India.

Astro Club of Department of Physics was inaugurated at the hands of Dr. Bram Boroson, Clayton State University, Atlanta, USA. Activities like sky observations are held periodically.

5. **Evidence of success:** The large number of students who helped in organising the event, participated and witnessed the same speaks for itself of how important these activities are for the students. Many students found a platform to showcase their talent for the first time. Many others developed skills of leadership, public speaking and organisation.
6. **Problems Encountered and Resources required:** The Intra-Collegiate and Inter-Collegiate activities were successfully conducted. The problem encountered was of the space to accommodate the participants. An auditorium that can accommodate about 1000 students in the audience with four green rooms and well equipped with Sound and light arrangement can go a long way in making such events a greater success. The Management is considering construction of an auditorium.

7.4 Contribution to environmental awareness / protection

1. Vriksha Dindi is organized every year in association with Kalyan-Dombivli Municipal Corporation, Century Rayon, Social Forestry Department, Friends of trees Kalyan Branch and NGOs like Rotary Club, Lion's Club and Giants Club to create awareness regarding the importance of tree plantation. **This year it was organised on 2nd August, 2015.** Tree bank is maintained.
2. The campus already has a large number of trees. Yet every year a number of plants / saplings are planted in the campus. The trees are numbered and the botanical name and common name of the tree is displayed on it.
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10. A 'Scizzle' and Workshop on 'Biocomposting' under 'Pravah', an intercollegiate **Science Fest - 2016** was organized on 14th -15th January 2016.
11. Green audit, Safety audit and Energy audit are carried out during the year.
12. Dr. Deepak Apte, Director, BNHS, delivered a lecture on "Wonders of Marine Environment" on 12th February 2016. Several other Guest Speakers were also invited.
13. The students are instructed to switch off the electric appliances and instruments after use. All the lights, fans and air conditioners are put off when not required.
14. The students of Environmental Sciences actively participate in Beach cleaning and Noise monitoring every year.

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7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength

- The Name
- Vibrant Work Culture, Holistic and Motivational Approach
- Dedicated Faculty and Family Culture.
- Introduction of several need-based courses.
- Reaccreditation (3rd Cycle) by NAAC with A Grade with CGPA-3.58
- College of Excellence Status (2015-2020) by UGC
- 'Best College Award' from University of Mumbai (2009)
- Excellent Results
- Active Internal Quality Assurance Cell, ISO Certification
- Promoting Research Culture
- NCC and other Extension activities
- Support from UGC, DST, DBT, etc.

Areas of concern

- Reading Habits
- Language skills of students
- Placement activity

Opportunities

- Skill Development
- Interdisciplinary and Multidisciplinary approach

Threat

- Increase in Aggression among the youngsters in general.
- Shifts in moral values and perspectives poses a threat.
- Ego Conflict.

8. Plans of institution for next year

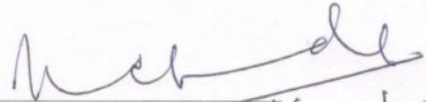
- To continue the best practices of the institution with greater efficiency.
- To sustain and enhance the quality of teaching-learning process, results, and promote research, consultancy and extension activities through IQAC supported by TQM initiatives in all the departments.
- Academic audit of Departments of Botany, Chemistry, Physics, Zoology, Commerce, Economics and History.
- To enhance visibility and create better branding.
- Emphasise on greater Industry- Academic- Interface.
- Kindle Library

Name Dr. RADHIKA LOBO



Signature of the Coordinator, IQAC

Name Dr. Naresh Chandra



Signature of the Chairperson, IQAC

Principal

16/9/16



*** **Birla College of Arts, Science
& Commerce, Kalyan-421304.**

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
TQM	-	Total Quality Management
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
